

South Carolina ElderCare Trust Fund

Offers grants to develop innovative services that help older adults remain in their homes and communities with maximum independence and dignity

July 1, 2008 – June 30, 2009 Grant Awards Time Table

November 9, 2007	Notification of change in grant process posted to website www.aging.sc.gov
February 1, 2008 (Friday)	Issue Memo Announcing Funding Availability
February 1, 2008 (Friday)	Application Packets Available
March 14 - 31, 2008	Applications received before April 1, 2008 will be reviewed for completeness and a call made to applicant if any required documents are missing.
April 3, 2008 (Thursday)	Deadline for Grant Application Submission – An original and 2 copies due no later than 4:00pm
April 9, 2008 (Wednesday)	Initial Screening of Applications
April 11, 2008 (Friday)	Grant Applications Mailed to Advisory Board Members for Review
May 13, 2008 (Tuesday)	Advisory Board Meets at AARP State Office to Decide Grant Awards
June 3, 2008 (Tuesday)	Notification of Grant Awards Mail Grant Award Packages to Grantees
June 20, 2008 (Friday)	Grant Procedures Workshop for Grantees
July 1, 2008	Grant Period Begins: July 1, 2008 to June 30, 2009
July 10, 2008 (Thursday)	Signed Grant Agreements Due from Grantees
January 20, 2009 (Tuesday)	6-Month Grantee Report Due (July 1, 2008 – December 31, 2008)
June 10, 2009 (Wednesday)	Year-End Grantee Report Due (July 1, 2008 – June 30, 2009)

South Carolina Lt. Governor's Office on Aging
1301 Gervais Street
Columbia, South Carolina 29201

2008 Grants Available

South Carolina ElderCare Trust Fund

OFFERS GRANTS TO DEVELOP INNOVATIVE SERVICES THAT
HELP OLDER ADULTS REMAIN IN THEIR HOMES AND COMMUNITIES
WITH MAXIMUM INDEPENDENCE AND DIGNITY

- Request for Applications:** You are invited to submit a proposal with a short description of your project, a budget, and a budget narrative.
- Purpose of Grant:** To develop innovative services that help older adults remain in their homes and communities with maximum independence and dignity.
- Who May Apply:** Public and private nonprofit agencies and organizations
- Level of Funding:** One-year seed grants up to \$10,000 will be offered to 2-4 organizations. Continued funding for an additional 2nd and 3rd year may be available with satisfactory outcomes.
- Funding Source:** Grants are made possible by the ElderCare Trust Fund Tax Check-Off and contributions from the community.
- Application Due Date:** Applications will be available on February 1, 2008 at www.aging.sc.gov. Applications are due no later than April 3, 2008 at 4:00pm. No faxes will be accepted. Grant period will begin on July 1, 2008 and continue through June 30, 2009.
- Mail or Deliver Applications To:** Eve Barth
Lt. Governor's Office on Aging
1301 Gervais Street, Suite 200
Columbia, SC 29201
(803) 734-9900

Grants are made possible by the ElderCare Trust Fund Tax Check-Off & contributions from the community.
This grant application request is being issued under S.C. Code § 43-21-160, -170 and -180.
Hearing impaired individuals may call TDD telephone number: 1 (803) 929-2549

PART I: GENERAL INFORMATION AND INSTRUCTIONS**A. Purpose**

The ElderCare Trust Fund was created by the Legislature in 1992 to be administered by the Lieutenant Governor's Office on Aging (§ 43-21-160 et seq.): ***"All monies received from a voluntary tax check-off contribution system (§ 12-6-5060) must be used to award grants to public and private nonprofit agencies and organizations to establish and administer innovative programs and activities that assist older South Carolinians to live with dignity and vitality in their communities."***

Lieutenant Governor's Office on Aging recognizes that every community and its needs are unique. Therefore, the Lieutenant Governor's Office on Aging will consider any community grant proposal that addresses the purpose of the ElderCare Trust Fund, as stated above.

B. Eligibility

Applicants must be a public or private nonprofit organization. Special consideration will be given to communities that utilize a coalition or partnership of several agencies, groups or community organizations to establish an innovative program or activity that meets a community need. Applicants must show evidence of organizational capability to effectively manage the project.

C. Lead Agency

Applicant community coalitions must designate one entity as the lead applicant organization to serve as the fiscal agent for the project. **The fiscal agent must be a public or private non-profit organization. Evidence of 501(c)(3) or other documentation of nonprofit status must be attached.**

D. Time Frame

Successful grantees may begin to incur costs related to the grant beginning after the grant agreement has been negotiated in July 2008 and ending on or before June 30, 2009.

E. Funding Restrictions

Grants will not be awarded to supplant other sources of funding, to fund capital projects, to replace lost funding, or to support currently operating programs. Funds from this grant shall not be used for land purchases; cost of building(s) or facilities; bad debts; cost of life insurance when the grantee is the beneficiary; late payment charges; contingency funds; contributions; entertainment; fines and penalties; actual losses which could have been covered by insurance; interest; fund raising costs; investment management costs; profit/losses on disposition of depreciable property or other capital, legal fees, equipment; or promotional expenses.

Funding for equipment may be allowable if is for an integral part of the proposed project. Such a request is subject to review and approval during the grant evaluation process. Promotional expenses which directly support dissemination of information about the ElderCare Trust Fund check-off or the proposed project may be allowable, but are also subject to review and approval during the grant evaluation process.

F. Grant Proposal Constitutes Offer

By submitting a grant proposal, the applicant agrees to be governed by the terms and conditions described in the Notice of Grant Award document, except where subsequent amendments of any grant resulting from this grant application request are specifically agreed, by the parties in writing, to supersede any such provision of this grant application request.

G. Amendments

If it becomes necessary to revise any part of the grant application request, all amendments will be provided in writing to all applicants. Verbal comments or discussions cannot add, delete, or modify any written provision.

Should a grantee find it necessary to revise the original grant, the grantee will submit a request for revision in writing to the Office on Aging designee.

J. Option to Extend / Continue Funding

Based on availability of funding, the Office on Aging may extend a grant for a second or third year if successful outcomes are demonstrated.

PART II: SPECIAL INSTRUCTIONS AND CONDITIONS**A. Receipt of Grant Proposal**

It is required that the grant proposal be received at the Lieutenant Governor's Office on Aging no later than April 3, 2008, at 4:00 p.m., either by mail or hand delivery. Applicants mailing grant proposals should allow sufficient time for mail delivery. Grant proposals received after the deadline will not be considered. Faxes will not be accepted.

B. Preparation of Grant Application

Each applicant is to submit an original and two (2) copies of the grant proposal, in one sealed package. Each copy of the grant proposal should be spring-clipped in a single volume, where practical, with all attachments and supporting documentation attached. Grant proposals and attachments should not have hard covers or be spiral bound.

Grant proposals should be prepared simply and clearly, providing a straightforward, concise description of the applicant's ability to satisfy the requirements of the grant application request. All grant proposals should be complete and must convey all of the information requested.

C. Right of Rejection

The Lieutenant Governor's Office on Aging reserves the right to accept or reject any or all grant proposals received as a result of this grant application request, to negotiate with all qualified applicants, and to cancel, in part or in whole, this grant application request if it is in the best interest of the Lieutenant Governor's Office on Aging to do so.

D. Reporting Requirements

Grantees must meet the reporting requirements of the ElderCare Trust Fund and the Lieutenant Governor's Office on Aging, which includes two program reports and a year end fiscal report.

Program Reports The grantee will be required to submit two progress reports describing outcomes and demonstrating grant expenditures. The first report, due on or before February 1, 2009, will summarize activities from July 1, 2008 through December 31, 2008. The second report, due on or before September 1, 2009, will summarize activities for the entire year from July 1, 2008 through June 30, 2009.

Fiscal Report The grantee will be required to submit a final fiscal report that includes all cost data, claims for reimbursement or other fiscal adjustments allowable under this grant. This report shall be submitted to the Lieutenant Governor's Office on Aging no later than sixty (60) days from the expiration date of this grant.

E. Site Visits

Representatives from the ElderCare Trust Fund Board and the Lieutenant Governor's Office on Aging may make on-site visits to review the status of each project.

F. Termination

This agreement may be canceled and terminated by either party at any time within the agreement period whenever it is determined by either party that the other has failed to comply with its obligations. Failure to meet outcomes identified in the grant proposal would be grounds for the Office on Aging to deny payment of award funds. The parties agree that their liabilities and responsibilities shall be contingent upon the availability of funds, and that this agreement shall be terminated if such funding ceases to be available. Notification of termination will be sent by Certified Mail, return receipt requested.

G. Grant Proposal Structure and Content

The *grant proposal* must include the following sections:

Grant Application Cover Sheet Submit the completed cover sheet provided with this grant application.

Short Program Description What exactly do you plan to accomplish with your proposal? Describe what identified need your proposal will address or resolve. How do you know your approach will be successful? Is your proposal based on best practice or evidence-based research? How many people will you serve? What qualifications does your organization and staff have to be successful? Will your program be able to continue after the one-year grant period? (1-3 pages)

Budget and Budget Narrative Using the Project Budget Summary Form, provide budget breakouts and sub-totals for the proposed project. In the budget narrative, provide a brief line-item justification for each entry. It is important that the budget summary form and the narrative provide a clear picture of how resources will be utilized to conduct the proposed project. Include concrete plans for acquiring funds after the original grant funding is reduced and/or ends.

If equipment and/or furniture are included in the budget, detailed descriptions and justifications must be provided, indicating lack of availability. Applicants are encouraged to utilize existing and/or donated facilities and equipment and to demonstrate how community contributions of cash and/or in-kind contributions will support the project. Administrative costs may not exceed 10% of grant budget.

Attachments Attachments may consist of copies of cooperative agreements, pledges of resources, letters of support, lead applicant organizational 501(c)(3) status, and any other applicable and relevant documentation which supports and enhances the *grant proposal*.

Proposal Checklist Review See the Proposal Checklist Review provided with this grant application.

H. Documents Required Of Selected Applicants

Before grant negotiations are finalized, selected applicants may be required to provide the following information to the Lieutenant Governor's Office on Aging: **(This information is not to be submitted with your grant proposal.)**

- Federal I.D. Number
- Organizational Chart
- Properly completed W-9 IRS Tax Form
- Evidence of Signatory Authority
- Staff/Cost Allocation Plan
- List of Current Board Members of Governing Body
- Disclosure of Ownership Form
- Certification Regarding Debarment
- Minority Business Form
- Drug-Free Workplace Form
- Annual Report

PART III: EVALUATION CRITERIA

All grant proposals will be reviewed and assigned an overall score based on the criteria listed below. **Complete grant proposals must be received by 4:00 p.m. on April 3, 2008, to qualify for review.**

<u>POINTS</u>	<u>CRITERIA</u>
15	<u>GRANTEE CAPABILITY</u> Implementing organization has the capability and resources to manage the project effectively and produce the proposed outcomes.
15	<u>APPROACH</u> Proposed approach is based on best practice or evidence-based research. Approach includes realistic plans for project development, implementation and operation throughout the life of the grant and beyond. Goals and objectives are measurable and meet an identified community need related to the purpose of the ElderCare Trust Fund.
15	<u>SUSTAINABILITY</u> Proposal shows evidence of planning for realistic ways to ensure that the program will continue when funding through the ElderCare Trust Fund ends.
15	<u>RELATIONSHIP TO PURPOSE</u> Proposed project goals and objectives are clearly related to the purpose of the ElderCare Trust Fund, which is to 'support innovative programs and activities that assist older South Carolinians to live with dignity and vitality in their communities'.
15	<u>COLLABORATION</u> Proposal utilizes a coalition or partnership of several agencies, groups or community organizations to establish an innovative project or activity that meets a community need. Planned collaboration is demonstrated by pledges of financial and/or in-kind support from the community.
15	<u>BUDGET</u> Dollars requested are reasonable, related to the scope of the proposed project, and show resource planning.
10	<u>PUBLIC AWARENESS</u> Grant proposal includes a specific plan (A) to inform the public about the proposed project and how it will meet the needs of older adults in the community, (B) to promote community investment in developing and maintaining the proposed program, and (C) to promote the ElderCare Trust Fund Tax Check-off and

the activities of the ElderCare Trust Fund.

South Carolina ElderCare Trust Fund GRANT APPLICATION COVER SHEET

Grant Period: July 1, 2008 through June 30, 2009

Project Name:

Brief Description:

Outcome Statement:

Name and Address of Implementing Organization:

Name, Title, Contact Information of Person with Signatory Authority:

Name, Title, Contact Information of Person who will be Administratively Responsible for the Program:

Counties to be Served:

Partner Organization(s): **Name and phone number of contact person**

1. _____
2. _____
3. _____
4. _____

Federal ID# _____

Grant Request \$ _____

Signature of Authorized Authority: _____

Date: _____

 Name of Implementing Organization

PROJECT BUDGET SUMMARY FORM

PROGRAM BUDGET July 1, 2008 – June 30, 2009				
	ECT Grant Funds Requested	Community Resources Amount/Type	Source	Total
Personnel				
Benefits (At _____ %)				
Travel				
Transportation				
Equipment				
Supplies				
Contractual				
Evaluation				
Other (Please Specify) _____ _____ _____ _____ _____ _____				

PROJECT BUDGET NARRATIVE

Please also provide a brief explanation for each budget item. It is important that the Project Budget Summary and the Project Budget Narrative provide a clear picture of how resources will be used to conduct the proposed project.

Name of Implementing Organization

GRANT APPLICATION CHECKLIST

1. _____ Two (2) copies plus the original delivered to the Lieutenant Governor's Office on Aging by 4:00 p.m. on Thursday, April 3, 2008.

2. Each copy must contain the following:
 - _____ Grant Application Cover Sheet
 - _____ Description of Proposed Project (1 – 3 pages)
 - _____ Project Budget Summary Form
 - _____ Project Budget Narrative

3. Attachments:
 - _____ Designation as 501(c)(3) or other documentation of nonprofit status
 - _____ Letters of Collaboration / Support / Commitment
 - _____ Job Description(s)
 - _____ Resumes
 - _____ Other _____